

**EXHIBITOR INFORMATION
ENCLOSED FOR THE FOLLOWING:**

**The 2009 Turfgrass & Landscape Expo
Long Beach Convention Center
November 4 & 5 2009**

EXHIBITOR MOVE-IN: November 3, 2009 – 8:00 am to 8:00pm

SHOW HOURS: November 4th & 5th, 2009 - 9:00am to 2:30pm

EXHIBITOR MOVE- OUT: November 5, 2009 3:00pm – 8:00pm

FREIGHT IS FORCED OFF SHOW FLOOR ON: November 5, 2009 8:00pm

SHOW COLORS:

YOUR BOOTH SPACE INCLUDES:

8' Black & Ivory -Backwall Drape

3' Black & Ivory - Side rail Drape

To furnish your booth area with items other than those included with the “booth space” please see the enclosed order forms

DEADLINE DATE TO ORDER SERVICES AT DISCOUNT RATES: October 26, 2009 5:00pm

E Z EXPO SERVICES
440 E. BONITA AVE. POMONA CA 91768
909-624-1697 FAX: 909-626-6589
email: albert@sprezrents.com

A Welcome Message from the Decorator

E Z Expo Services is pleased to have been selected as The Official Contractor for the **2009Turfgrass & Landscape Expo** to be held at the **Long Beach Convention Center on November 4 & 5, 2009**. We would like to welcome all exhibitors and participants of this event. It is our goal to assist you in any way possible to help ensure a successful show.

This exhibitor kit contains important information regarding the show. Please take the time to thoroughly review all the information that is included in this kit. In addition to the information, there are forms for services designed to enhance your show experience. If there is another service you may be in need of, not found in this kit; please feel free to call us.

This information is time sensitive and it is important that you adhere to the deadlines to insure efficient service, as well as discount pricing. Please return all pertinent forms to the address stipulated on the forms themselves.

SPECIAL NOTES

In order to keep the appearance of the show in a professional manner; no Velcro, pins, hooks, tape, staples, or any like matter will be permitted to hang through, from or on the drape. For safety reasons, standing on tables, chairs, or other rental equipment is strictly prohibited. E Z Expo Services can not be held responsible for injuries or falls caused by the improper use of rental furniture.

DISCOUNT PRICING

To qualify for **DISCOUNT PRICES** full payment **MUST** be included with your advance order. All deadlines are specified at the top of each order form. Deadlines vary according to the services and are listed individually. Please make a note of these time frames in order to receive **DISCOUNT PRICING**. The deadline for discount pricing is **Monday, October 26, 2009**

SHIPPING INFORMATION

All shipping information including shipping dates and times for advance warehouse and direct shipping can be found with the Material Handling Order Form. Please review these dates and times accordingly. E Z Expo Services realizes that exhibiting in a convention can be complicated and confusing. Therefore, please read all materials carefully. If you should need further assistance or additional information not covered in the exhibitor kit, please contact us at (909) 624-1697.

We look forward to seeing you at the show!

**The Staff at
E Z Expo Services**

E Z EXPO SERVICES
440 E. BONITA AVE. POMONA CA 91768
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MOVE-IN & MOVE-OUT PROCEDURES

E Z EXPO SERVICES

Company Name _____ Booth # _____

Exhibit Move-in Procedures:

- ***Please refer to the Material Handling Sheets for:***
 1. Advance & Direct Shipments
 2. Proper labeling for Advance and Direct Shipments
 3. Dates & Times
 4. Advance shipments will be delivered directly to your booth; ready for you to begin set up.
 5. Direct shipments will be delivered to your booth when they are received.
- ***Please refer to the front page for move in dates & times***
 1. E Z Expo employees will unload commercial freight haulers as well as exhibitor private vehicles from 8:00am – 4:30 pm on dates specified.
 2. To avoid overtime charges; remind drivers that they should be in line before 2:00 pm in order to be unloaded by 4:30 pm.

Exhibit Move-out Procedures:

Upon show closing, the aisle carpet will be rolled and removed allowing forklifts to return all empty crates and storage materials to the booths.

- ***Bill of Ladings for outbound shipments via your choice of carrier:***
 1. Please have your carrier arrive in plenty of time to have your freight loaded before the deadline
 2. Have your driver check in at the check-in area
 3. When you are completely packed and ready to go; please turn in a Bill of Lading at the Service Desk
- ***For Exhibitors with privately owned vehicles who cannot hand carry all booth materials:***
 1. When all materials are packed up and ready to go drive your vehicle to the loading dock check-in area
 2. You will receive your outbound paperwork once you are at the loading dock ready for loading
 3. Once in line, DO NOT leave your vehicle unattended at any time. If you do, your vehicle will be towed.
- ***For Exhibitors with Company or Rented Trucks:***
 1. When you are completely packed and ready to go; please go to the service desk to receive a Bill of Lading to be filled out
 2. Once the Bill of Lading is filled out; you will be directed to the loading dock where you will be loaded in the order you were processed
 3. Once in line, DO NOT leave your vehicle unattended at any time. If you do, your vehicle will be towed.

If your booth materials are not completely packed up and ready to be loaded when the Teamster arrives at your booth, you will be politely asked to go to the end of the line.

ALL EXHIBIT MATERIALS MUST BE REMOVED BY Thursday, November 5, 2009 8:00pm

At this time, E Z Expo Services will re-route your freight via the house carrier at the exhibitors' expense.

No vehicles of any type will be allowed to park on the loading dock without permission.

PAYMENT POLICY FORM

Must be Included with all orders

E Z EXPO SERVICES

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909-624-1697 FAX: 909-626-6589

email: albert@sprezrents.com

Company Name: _____ Booth # _____

Contact Name: _____

Address: _____

City/ State/ Zip: _____

Phone # _____ Fax # _____

- **This form must be completed and enclosed with all order forms and on file with E Z Expo Services prior to any service(s) being performed regardless if another form of payment is being used.**
- Cancellation Policies: Please note cancellation policies on the various forms.
- In order to receive DISCOUNT PRICING full payment **must** be included with order form! If paying by check; make payment in U.S. funds drawn on a U.S. bank. If paying by credit card; please fill out the enclosed authorization form.
- Customer is responsible for loss or damage to equipment.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by you or your representative for this event.
- ALL ACCOUNTS MUST BE SETTLED AT OUR SERVICE DESK PRIOR TO THE OPENING OF SHOW.
- THERE WILL BE NO CREDITS ISSUED UPON COMPLETION OF SHOW.

Amount Enclosed \$ _____ Amount to be charged to Credit Card \$ _____

If paying by Check; please fill out the following information:

Check Number: _____ Drivers License Number: _____

Address _____

City _____ State _____ Zip Code _____

If paying by Credit Card; please provide the following information:

Credit Card Number: _____

Please Check: _____ AMERICAN EXPRESS _____ MASTERCARD _____ VISA

Expiration Date: _____ Name as it Appears on Card _____

Authorized By: _____ Cardholder's Signature: _____

Cardholders **Billing** Address _____ City _____ State _____ Zip Code _____

FURNITURE RENTAL ORDER FORM

Deadline for discount: October 26, 2009

E Z EXPO SERVICES

440 E. BONITA AVE. POMONA CA 91768

909-624-1697 FAX: 909-626-6589

email: albert@sprezrents.com

Company Name _____					Booth # _____
Tables & Counter Tables	Discount	Floor	Quantity	Total	
4 ft. undraped table	\$35.00	\$45.00	_____	_____	___ Black ___ Red
6 ft. undraped table	\$45.00	\$55.00	_____	_____	
8 ft. undraped table	\$55.00	\$65.00	_____	_____	___ Blue ___ White
4 ft. draped table	\$75.00	\$95.00	_____	_____	
6 ft. draped table	\$85.00	\$105.00	_____	_____	
8 ft. draped table	\$95.00	\$115.00	_____	_____	
4th sided table skirt	\$30.00	\$25.00	_____	_____	
4 ft. undraped counter table	\$45.00	\$55.00	_____	_____	Price includes top covered in white plastic and 3 sides draped
6 ft. undraped counter table	\$55.00	\$65.00	_____	_____	
8 ft. undraped counter table	\$65.00	\$75.00	_____	_____	
4 ft. draped counter table	\$85.00	\$105.00	_____	_____	Tables: 30" W x 30" H Counter Tables: 30" W x 42" H
6 ft. draped counter table	\$95.00	\$115.00	_____	_____	
8 ft. draped counter table	\$105.00	\$125.00	_____	_____	
4th side counter skirt	\$40.00	\$35.00	_____	_____	
Round Table	\$95.00	\$125.00	_____	_____	
Chairs					
Black bar stool	\$40.00	\$55.00	_____	_____	
Padded Arm Chair	\$55.00	\$65.00	_____	_____	
Folding Chair	\$10.00	\$22.00	_____	_____	
Padded Counter Stool	\$50.00	\$65.00	_____	_____	

Accessories	Discount	Floor	Quantity	Total
Backwall Drape (8 ft.high)	\$3.00 per foot	\$6.00 per foot	_____	_____
Chrome Sign Frame Holder (22" x 28" x 5H)	\$30.00	\$45.00	_____	_____
Crossbar / Spreader	\$15.00	\$20.00	_____	_____
Display Case Lock	\$30.00	\$45.00	_____	_____
Easel	\$25.00	\$35.00	_____	_____
Glass Bowl	\$15.00	\$20.00	_____	_____
Garment Rack (5' H x 5' H)	\$35.00	\$50.00	_____	_____
Peg Board (4' x 8' Vertical / Horizontal)	\$85.00	\$125.00	_____	_____
Stanchions with 8 ft. chain	\$25.00	\$40.00	_____	_____
Side Rail Drape (3 ft. high)	\$2.00 per foot	\$4.00 per foot	_____	_____
Tack Board (4' x 8')	\$85.00	\$125.00	_____	_____
Ticket Tumbler (Large 21" w x 15" R)	\$25.00	\$50.00	_____	_____
Upright with Base	\$10.00	\$15.00	_____	_____
Wastebasket	\$8.00	\$12.00	_____	_____

**All items canceled will be charged at 50% of original price after move-in begins and 100% of original price after E Z installs
Prices include installation, rental, and removal.**

SUBTOTAL FURNITURE RENTAL ORDER FORM \$ _____
Yes, I have completed and enclosed along with this order the Payment Policy Form.

CARPET RENTAL ORDER FORM

Deadline for discount: October 26, 2009

E Z EXPO SERVICES

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909-624-1697 FAX: 909-626-6589

email: albert@sprenzrents.com

Company Name _____ Booth # _____

STANDARD BOOTH CARPET

Size	Quantity	Discount	Floor	Total	Please select color:	
9 x 10 Ft.	_____	\$90.00	\$125.00	\$ _____		
9 x 20 Ft.	_____	\$145.00	\$180.00	\$ _____	_____ Blue	_____ Gray
9 x 30 Ft.	_____	\$195.00	\$230.00	\$ _____	_____ Black	_____ Teal
9 x 40 Ft.	_____	\$255.00	\$300.00	\$ _____	_____ Burgundy	_____ Red

Rental includes installation, front edge taping and pickup at the close of the show. IF CARPET IS ORDERED IN MULTIPLIES OF TWO OR MORE, THE CARPETS ARE NOT GUARANTEED TO BE A COLOR MATCH. Standard Carpet cancelled will be charged at 50% of original price after SR move-in begins and 100% of original price after installation. STANDARD CARPET *IS NOT* DESIGNED TO COVER COMPLETE BOOTH AREAS.

CUSTOM BOOTH CARPET

Complete Area Size _____ x _____ = _____ Sq. Ft. @ \$1.50 / **Discount** **Floor** \$2.00 = **Total** \$ _____

THIS CARPET IS CUT SPECIFICALLY TO YOUR BOOTH MEASUREMENTS. Rental includes installation, all necessary taping, and pickup at the close of the show. Include a layout for carpet installation if your carpet size is different from your booth size. If you require additional carpet to cover steps, skids, or display fixtures; include a floor plan and a quote will be forwarded to you before we proceed. Custom Size Booth Carpet cancelled after being cut will be charged at 100% .

CARPET PADDING - TAPE - PLASTIC COVERING

	Discount	Floor	Total
Carpet Padding _____ ft. x _____ ft. = _____ Sq. ft. @	\$0.75	\$1.05	\$ _____
Additional Taping _____ Linear ft. @	\$1.00	\$1.25	\$ _____
Plastic Covering _____ ft. x _____ ft. = _____ Sq. ft. @	\$0.75	\$1.00	\$ _____

All rental prices include installation & removal. Items cancelled will be charged at 100% of original price after being cut.

SUBTOTAL CARPET RENTAL ORDER \$ _____

Yes, I have completed and enclosed along with this order the Payment Policy Form.

CLEANING SERVICE ORDER FORM

Deadline for discount: October 26, 2009

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Company Name _____ Booth # _____

VACUUM BOOTH CARPET

DISCOUNT \$0.21 / FLOOR \$0.24

Exhibit Space: _____ ft. x _____ ft. (100 sq. ft. minimum) x _____ per sq. ft. x _____ days = \$ _____

All rental carpets ordered from E Z Expo Services are installed in clean condition. Daily booth vacuuming is not included with your booth rental space. You can order cleaning service within your booth space for debris accumulated during set-up and exhibit hours.

PORTER SERVICE

DISCOUNT \$0 .41 / FLOOR \$0 .48

Regular Hours: 8:00 am – 4:30 pm \$25.00 x _____ Hours \$29.00 x _____ Hours = _____

Overtime Hours: After 4:30 pm \$37.00 x _____ Hours \$41.00 x _____ Hours = _____

Overtime Hours: Saturday & Sunday \$37.00 x _____ Hours \$41.00 x _____ Hours = _____

Total \$ _____

- *Please specify times & days / Minimum of four hours daily*

Empty wastebasket, tidy, and spot clean exhibit space at two hour intervals during show hours. There will be an additional charge for cleaning carpets that are subjected to excessive wear and tear such as wood or metal shaving generated by demonstrations in the booth or food sampling.

SUBTOTAL FOR CLEANING SERVICE ORDER FORM \$ _____

Yes, I have completed and enclosed along with this order the Payment Policy Order Form.

MATERIAL HANDLING ORDER FORM

** Note Deadline Dates & Times October 26, 2009 - 5:00pm*

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Company Name _____ Booth # _____

MATERIAL HANDLING RATES – ROUNDTrip RATES, PER SHIPMENT, USE INCOMING WEIGHT ONLY AND **ROUND UP TO THE NEXT 100 LBS.** THESE RATES ARE SUBJECT TO SURCHARGES (See Below). **CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR EACH SHIPMENT, IF NOT PROVIDED, YOU AGREE TO USE E Z EXPO SERVICES ESTIMATED WEIGHTS.**

RATE PER 100 LBS. (200 LB. MINIMUM)

Description	Receiving	ST In / ST Out
ON TIME Crated or skidded shipments (Common Carriers)	Advance Warehouse	\$75.00 per cwt
VAN LINES (Irregular route carrier / company trucks)	Advance Warehouse	\$85.00 per cwt
ON TIME Crated or skidded shipments LTL Carriers with established local terminals	Showsite	\$79.00 per cwt
VAN LINES and loose & uncrated shipments (Irregular route carrier / company trucks)	Showsite	\$62.00 per cwt
Personally Owned Vehicles (Station wagons, regular size 4 x 4, mini vans)	Showsite	\$75.00 per load
Small Packages (UPS / FED EX) Cartons & envelopes received without documentation will be delivered without guarantee of piece count or condition at this rate. Max weight per shipment is 25 lbs	Advance Warehouse Showsite	\$25.00 per package

(ST = Straight Time / OT = Overtime)

- Overtime Rates will apply if: Inbound vehicles arrive at dock weekdays prior to 8:00 AM or after 4:00 PM or anytime Saturday, Sunday and Holidays.
- Shipments sent direct to exhibit site prior to date specified will not be accepted. This may create delays in getting your shipment on time. Please notify our carrier of the dates and times.
- Separate shipments received by E Z Expo Services will not be combined.
- Mobile Equipment In & Out of Convention Facility @ \$50.00 each way
- Forced Freight: Shipments left on showsite floor will be re-routed to E Z Expo Services warehouse for a charge of \$12.00 per 100LBS based on incoming weight or shipped at exhibitors expense via the house carrier.

SHIPPING ADDRESSES

ADVANCE WAREHOUSE	CONVENTION SITE
Your Company Name Booth # 2009 Turfgrass & Landscape Expo C/O E Z Expo Services 440 E. Bonita Avenue Pomona CA, 91767 ARRIVAL DATES: 30 days prior to last day accepted M – F 8:00 am – 4:00 pm Last day accepted: October 30, 2009	Your Company Name Booth # 2009 Turfgrass & Landscape Expo C/O E Z Expo Services Long Beach Convention Center 300 East Ocean Blvd. Long Beach, CA, 90802 ARRIVAL DATES: Day(s) accepted: November 3, 2009 8:00am – 8:00pm

ESTIMATED CHARGES FOR MATERIAL HANDLING:

_____ LBS. x _____ PER CWT . = \$ _____

Estimated Weight Estimated Rate Sub-Total Estimated Material Handling

Yes, I have completed, signed, and enclosed the Material Authorization Form and Payment Policy

Forms.

MATERIAL AUTHORIZATION FORM

E Z EXPO SERVICES

440 E. BONITA AVE. POMONA CA 91768

909-624-1697 FAX: 909-626-6589

email: gerry@sprezrents.com

Company Name _____ Booth # _____

We hereby authorize E Z Expo Services (EZ), or its subcontractors, to provide the services necessary to handle our shipment(s) in accordance with the information set forth in the "Material Handling Order Form", further we agree to the following:

1. We have reviewed the "Material Handling Rate Sheet" and understand we will be charged for Material Handling services in accordance with the published rates for such services as are provided.
2. We accept the responsibility for the payment of EZ's charges in connection with the handling of our shipment(s) and we guarantee payment to EZ by the close of the show.
3. We agree to the "Limits of Liabilities" as set forth in the Material Handling Information."
4. We agree that EZ or its subcontractors liability shall be limited to any loss or damage which results solely from EZ's or its subcontractors negligence in the actual physical handling of the items comprising our shipment(s), and not for any other type of loss or damage.
5. With particular reference to paragraphs "3" and "4" of the above, we agree, in connection with the receipt, handling, storage, and reloading of our materials at the convention site (as distinct from EZ's warehouse), that EZ or its subcontractors, will provide its services as our agent, and not as bailee or shipper. If any employee of EZ shall sign a delivery receipt, Bill of Lading, or other documents, we agree that EZ or its subcontractors, will do so as our agent, and we accept the responsibility there of.
 - a. Relative to inbound shipments, we recognize that there may be a lapse time between the delivery of our shipment(s) to our booth by EZ or its subcontractors, and the arrival of our representative at the booth during such time our shipment(s) will be left unattended in our booth. We agree that EZ and its subcontractors shall not be responsible for any loss or damage which may occur during such period.
 - b. Relative to outgoing shipment(s) after the show, we recognize that there will be a lapse of time between the completion of packing and actual pickup of our materials from our booth for loading onto a carrier, and that during such time our shipment(s) will be left unattended in our booth. We agree that EZ or its subcontractors shall not be responsible for any loss or damage during such period, and we authorize EZ or its subcontractors to adjust the quantities of items on any Bill of Lading submitted by us to EZ or its subcontractors, to conform to the actual count of such items in the booth at the time of pickup
6. We agree, in the event of a dispute with EZ or its subcontractors, relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to EZ for drayage or any other services provided by EZ or its subcontractors, as an offset against the amount of the alleged loss or damage. Instead, we agree to pay EZ upon receipt of invoice for all such charges, and we further agree that any claim we may have against EZ or its subcontractors shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.
7. We agree that all questions relating to classification of exhibitor's materials, rates charged or weights used to determine material handling charges shall be submitted to the EZ office indicated on the invoice within thirty days of receipt of the invoice. Complaints received after such period shall not be considered and payment of the invoice shall be made in full.

Company Name: _____ Booth #(s): _____

Address: _____ State: _____ Zip: _____

Telephone: () _____ Fax: () _____ Date: _____

Authorized by: _____ Signature: _____

Please Print

MATERIAL HANDLING INFORMATION SHEET

E Z EXPO SERVICES

440 E. BONITA AVE. POMONA CA 91768

909-624-1697 FAX: 909-626-6589

email: albert@sprezrents.com

E Z Expo Services (EZ) shall not be responsible for shipments delivered to the wrong booth due to improper labeling by the exhibitor. The exhibitor is responsible for the removal of all old shipping and storage labels. EZ shall not be responsible for misdirected shipments or removal of crates to storage due to old labels appearing on crates.

WEIGHT CERTIFICATES: If you are using VAN LINE or your OWN TRUCK, you must provide a CERTIFIED WEIGHT CERTIFICATE. This must be presented at time of delivery of shipment. If not provided, you agree to use EZ Expo Services estimated weights. No credits will be issued after close of show.

All shipments must be prepaid. Collect shipments will not be accepted – No Exceptions.

- **INSURE ALL SHIPMENTS FROM THE TIME THEY LEAVE YOUR COMPANY UNTIL THEY ARE RETURNED FROM THE SHOW.** Your present insurance carrier can add a rider to your current policy.

LIMITS OF LIABILITIES

The following terms and conditions apply to all shipments. Shipments made according to instructions stated herein shall constitute acceptance of said limits.

E Z Expo shall not be responsible for damage to uncrated materials improperly packed or concealed damage.

E Z Expo shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.

E Z Expo shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth For re-loading after the show. Bills of Lading covering outgoing shipments which are furnished to E Z Expo Services by exhibitors will be checked at time of actual pickup from booth and corrections made where discrepancies occur.

E Z Expo shall not be responsible for loss, damage, or delay due to fire, Acts of God, strikes, lockouts, or work stoppages of any kind, or to any cause beyond its control.

E Z Expo's liability shall be limited to physical loss or damage to the specific article which is lost or damaged, and in any event

E Z Expo's maximum liability shall be limited to .30 per pound per article with a maximum liability of \$50.00 per item or \$1,000 per shipment whichever is less.

E Z Expo shall not be liable to any extent whatsoever, for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

Shipments arriving without advance written order will automatically be handled and charged as described herein, and the consignment or delivery of a shipment to E Z Expo Services by an exhibitor (and/or other shipper acting on behalf of an exhibitor) shall be construed as an acceptance of the terms and conditions set forth herein.

Route your shipments through carriers of services that provide Bills of Lading specifying piece count. A copy of the Bill of Lading indicating the number of pieces, proper description, and weights should be forwarded to E Z Expo Services with a Carriers Pro# and Trailer#.

Shipments left on the floor without forwarding instructions will be shipped out or returned to our warehouse at EZ's discretion (see above). NO LIABILITY OF ANY SORT WILL BE ASSUMED AS A RESULT OF SUCH RE-ROUTING OR HANDLING. To avoid this from happening, confirm arrangements for re-forwarding your shipments, at close of show, by properly filling out Bills of Lading available at the E Z Expo Services' service desk.

If exhibitor's specified carrier fails to pick up, refuses the shipment, or goes to wrong location E Z Expo Services, will be authorized to

divert the shipment to another carrier at its discretion. E Z Expo Services will assume no liability in such instance.

IN-BOOTH FORKLIFT & FORKLIFT LABOR ORDER FORM

Deadline for discount: October 26, 2009

E Z EXPO SERVICES

440 E. BONITA AVE. POMONA CA 91768

909-624-1697 FAX: 909-626-6589

email: albert@sprezrents.com

Company Name _____ Booth # _____

Labor & Equipment Rates

Exhibitors requiring forklifts to assemble displays or when uncrating, unskidding, positioning, and reskidding equipment and machinery will need to estimate their needs below. A forklift is required for moving equipment or materials weighting 200 pounds or more. *If you require a forklift, a crew will be assigned consisting of a forklift with an operator. Additional workers may be required depending on the nature of the work being performed. If you do not require a forklift, use the Exhibit Installation and Dismantle form to order your exhibit labor.*

Hourly Rate Times

		Forklift w/Operator	Worker
Straight	8:00AM to 4:30PM weekdays	\$100.00	\$71.00
Overtime	Before 8:00AM and after 4:30PM weekdays and all day on weekends	\$130.00	\$108.00

• 5,000 lb. Maximum capacity. LARGER FORKLIFT AND CRANE SERVICE AVAILABLE BY ADVANCE REQUEST.

The minimum charge for labor is one (1) hour per worker. Gratuities in the form of labor hours for work not actually performed prohibited and will not be honored by E Z Expo services. All rates are subject to change if necessary by increased labor and material costs. If exhibitor fails to use the workers at the time confirmed, a one-hour "No Show" charge will apply per worker.

Order

Reserve forklifts and/or labor below. Starting times can be guaranteed only when labor is requested for 8:00 AM. Confirm labor and forklifts by 2:00 PM the day before date requested. Please have a representative pick up the crew at the EZ Service Desk and supervise the work to be done. Upon completion, the exhibitor's representative will return the crew to the EZ Service Desk and approve the work order.

We will need:	Date	Time (AM) (PM)	No. of Fork Lift Crews	No. of Extra Workers
____ Installation	_____	_____	_____	_____
____ Dismantling	_____	_____	_____	_____

*Allow time for return of empty containers

Describe work to be done: _____

Calculation of Order

Full payment must be received by the deadline date to guarantee forklifts and workers. Please use the formula below to calculate your advance payment. Final invoicing will be done from the actual hours worked.

Number of crews and/or workers needed x hours per worker = _____ Total Estimated Hours
Total Estimated Hours x Rate(s) = _____ Total Estimated Payment

It is not necessary to order forklift labor for unloading freight (see Material Handling Order Form).

SUBTOTAL FOR IN-BOOTH FORKLIFT & LABOR ORDER FORM \$ _____

Yes, I have completed and enclosed along with this order the Payment Policy Form

EXHIBIT INSTALLATION & DISMANTLING LABOR ORDER FORM

Deadline for discount: October 26, 2009

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email: albert@sprenzents.com

Company Name _____ Booth # _____

SUPERVISION SERVICES --- Indicate Service Desired

E Z Expo Services SUPERVISED (Exhibitor does not need to be present)

E Z Expo Services will supervise labor to:

- Unpack and install display before exhibitor arrival at show site. Please include set up instructions with your display.
- Dismantle, pack and arrange to ship display after show closing.
A 25% (\$25.00 minimum) surcharge will be added to the labor rates below for this professional supervision. Please include shipping labels and shipping instructions with your display. Please fill out the Outbound Material Handling form. If you choose to ship with the show carrier, E Z Expo Services will arrange for your shipment to be picked up. If you want to use your own carrier you will be responsible to arrange a pick up.

EXHIBITOR SUPERVISED --- (Wait for Exhibitor)

Exhibitor will supervise:

• **Installation**

Exhibitor will need workers on (Date)_____ at (Time) _____ AM-PM for (Hours) _____

• **Dismantle**

Exhibitor will need workers on (Date)_____ at (Time) _____ AM-PM for (Hours) _____

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. For all other starting times, check in at the EZ Service desk one-half (1/2) hour before time requested. If exhibitor fails to use the workers at the time confirmed, a one-hour "No-Show" charge will apply per worker.

DISPLAY LABOR RATES: TIMES: HOURLY RATES:

Straight	8:00AM to 4:30PM weekdays	\$71.00
Overtime	Before 8:00AM and after 4:30PM weekdays and all day on weekends	\$108.00

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in one-half (1/2) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited. All rates are subject to change if necessitated by increased labor and material costs.

Please estimate the number or workers and hours per worker needed below. Invoices will be calculated according to actual hours worked.

	No. of Workers	X	Hour/Workers	= Total Worker Hour	@ Rate	Total
Installation	_____		_____	_____	_____	\$ _____
Dismantling	_____		_____	_____	_____	\$ _____
Total of all items ordered						\$ _____
Add 25% (\$25.00min.) for EZ						
Supervised labor						\$ _____
Total						\$ _____

SUBTOTAL FOR EXHIBIT INSTALLATION & DISMANTLING LABOR ORDER FORM \$ _____

Yes, I have completed and enclosed along with this order the Payment Policy Form

Outbound Material Handling

E Z EXPO SERVICES

440 E. BONITA AVE. POMONA CA 91768

909-624-1697 FAX: 909-626-6589

email: albert@[sprenzrents.com](mailto:albert@sprenzrents.com)

Company Name _____ Booth # _____

Please fill out Outbound Shipping Information below.

Ship To:

Exhibitor's Carrier: _____

The exhibitor is responsible to schedule a pick up when using their own carrier. Please make sure that the carrier is scheduled to pick up before the scheduled force time.

Date _____ **Time** _____

Please fill in the date and time that you have scheduled your carrier to pick up your shipment.

IMPORTANT

ALL FREIGHT *MUST* BE PICKED UP BY **8:00pm** ON **November 5, 2009** OR WILL BE SUBJECT TO FORCED REMOVAL AT EXHIBITOR'S EXPENSE.

HANGING SIGN ORDER FORM

Deadline for discount: October 26, 2009

E Z EXPO SERVICES

440 E. BONITA AVE. POMONA CA 91768

909-624-1697 FAX: 909-626-6589

email: albert@sprezrents.com

Company Name _____ Booth # _____

GENERAL INFORMATION

1. EZ must hang all signs. No other firm will be allowed to bring high-lift or boom equipment on the show floor during installation or dismantle of the show.
2. All hanging signs must conform to Show Management's rules, regulations, and facility limitations.
3. Both the exhibitor and/or the approved exhibitor appointed contractor will be required to sign a statement guaranteeing the stress points for hanging the sign properly engineered. However, EZ reserves the right to refuse to hang a sign if, in their opinion, it appears to be unsafe.
4. EZ will be responsible for pre-assembling all hanging signs. No approved exhibitor appointed contractor will be allowed to assemble any hanging sign. However, they may supervise.
5. All signs must have rigging points, with the exceptions of cloth banners.
6. All signs requiring electrical must be in working order and in accordance with the National Electrical Codes.
7. Set-up instructions must be provided for signs needing assembly.

Rates for Sign Hanging

Scissorlift

Straight Time (Weekdays 8:00AM-4:30PM)

\$300.00 per Crew Hour

Overtime (Before 8:00AM and after 4:30PM and weekends)

\$395.00 per Crew Hour

JLG Snorklelift

(Snorklelift may be used if the Scissorlift does not reach the ceiling in the specified facility)

Straight Time (Weekdays 8:00AM-4:30PM)

\$370.00 per Crew Hour

Overtime (Before 8:00AM and after 4:30PM and weekends)

\$470.00 per Crew Hour

Does the Sign Require Assembly? YES NO

	No. of Workers	X	Hour/Workers	= Total Worker Hour	@ Rate	Total
Installation	_____		_____	_____	_____	\$ _____
Dismantling	_____		_____	_____	_____	\$ _____
Total of all items ordered						\$ _____
Add 25% (\$25.00min.) for EZ						
Supervised labor						\$ _____
Total						\$ _____

Order To Hang Signs

Supervision of the hanging of your sign can be accomplished either by your company representative, an approved appointed contractor, or by EZ. Under your supervision, it is the responsibility of your company to have a representative available at the time of assembly and installation. To facilitate installation prior to heavy freight congestion, ship your sign crate(s) well in advance and separate from other exhibit material to our warehouse address indicated on the enclosed Material Handling & Shipping form. Clearly mark the crate HANGING SIGN/OK TO PROCEED without exhibitor supervision. Note: If it is necessary for your supervision, please indicate your expected arrival time at the facility. **Full payment must be received by the deadline date to guarantee lifts and workers. Final invoicing will be done from the actual hours.**

NAME OF SUPERVISION _____

Day _____ Date _____ Time _____

SUBTOTAL HANGING SIGN ORDER FORM (Lift Charge / Up & Down) \$ _____

Yes, I have completed and enclosed along with this order the Payment Policy Form.

FIRE DEPARTMENT REGULATIONS

E Z EXPO SERVICES

440 E. BONITA AVE. POMONA CA 91768

909-624-1697 FAX: 909-626-6589

email: albert@sprenzents.com

For Exhibits, Exhibitions, Display, and Trade shows – Public or Private

BOOTH CONSTRUCTION

- Booths, platforms, and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to Fire Department representatives.
- Covering for counters or tables used within or as part of the booth shall be flame-retardant.
- All electrical wiring and apparatus will be of a wire UL type approved.

FIRE DEPARTMENT

A permit shall be required for the following:

- Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operate any electrical, mechanical, or chemical device, which may be deemed hazardous by the Fire Department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display any internal combustion engine (special requirements available on request).

OBSTRUCTIONS

Aisles and exits, as designated on approved show plans, shall be kept clean, clear, and free of obstacles. Booth construction shall be substantial and fixed in position in specified area for the duration of the show. Easels, signs, etc. shall not be placed beyond the booth area into aisles. Fire fighting equipment shall be provided and maintained in accessible, easily seen locations, and may be required to be posted with designating signs.

FIRE-RETARDANT TREATMENT

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12' horizontally and 24" vertically. Oil cloth, tar paper, nylon, and certain other plastic materials cannot be made flame-retardant and their use is prohibited.

COMBUSTIBLES

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned Security program, motor vehicles are allowed to retain ¼ tank or less in fuel and gas caps must be taped. Batteries are to be disconnected and taped.

PROPANE CONTAINERS

Containers having a maximum capacity of 12 pounds (nominal 5 pounds LP Gas capacity) are permitted to be used temporarily inside of buildings for public exhibition or demonstration purposes.

Official Service Contractors & Exhibitor Appointed Contractors

E Z EXPO SERVICES

440 E. BONITA AVE. POMONA CA 91768

909-624-1697 FAX: 909-626-6589

email: albert@sprezrents.com

Official Service Contractors

Show Management, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment. Official Service contractors are appointed to:

- Ensure the orderly and efficient installation and removal of the overall exposition,
- Assure the distribution of labor to all Exhibitors according to need,
- Provide sufficient labor to satisfy the requirements of Exhibitors, and for the exposition itself,
- See that the proper type and limits of insurance are in force,
- Avoid any conflict with exhibit hall regulations and requirements.

The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:

- a. Supervision may be provided by the Exhibitor.
- b. The Exhibitor may appoint an exhibit installation contractor or display builder.

Exhibitor Appointed Contractors

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor must notify Show Management in writing and E Z Expo Services of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has a proper certificate of insurance with minimum of \$1,000,000 liability coverage, including property damage, to show management and E Z Expo Services at least 10 days before the show opening.
3. The Exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals, and labor.
4. The Exhibitor Appointed Contractor must have all business licenses, permits, and Workers' Compensation insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance.
5. The Exhibitor Appointed Contractor will share with E Z Expo Services all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.
6. The Exhibitor Appointed Contractor must furnish Show Management and E Z Expo Services with the names of all on-site employees who will be working on the exposition floor and see that they have and wear, at all times, necessary identification badges as determined by Show Management
7. The Exhibitor Appointed Contractor shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
8. The Exhibitor Appointed Contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space.
9. The Exhibitor Appointed Contractor shall provide, if requested, evidence to E Z Expo Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
10. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, E Z Expo Services. The Exhibitor Appointed Contractor must coordinate all of its activities with E Z Expo Services.
11. For services such as electrical, plumbing, telephone, cleaning, and drayage, no contractor other than the Official Service Contractors will be approved. The regulation necessary because of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in the exhibit space.

